

Read Carefully and Make Note

This information affects the accurate and timely renewing of your license.

As long as a license was issued on or before 12/31/2008, the license must be renewed.

Time Sensitive: Arizona Revised Statutes Section 32-1025 requires that your renewal package be received in our office **on or before January 1**, and does not provide for an extension of time to file your renewal. The license renewal must be received at the Department no later than January 1, 2009. Because the renewal deadline is during the holiday season please take steps to insure your renewal is submitted timely. **Note: a renewal application must be submitted only for your principal place of business office and all Arizona branch offices.**

Complete all questions on the renewal application and financial statement they refer to the principal place of business whether located in-state or out-of-state. If your principal place of business is located in Arizona, remember to also renew all operating branch locations.

Pre-Renewal Requirements The licensee is required to notify this department at the time changes are being made regarding the license (e.g. licensee name, address, office closure, bond, change of control, change of the top five officers/partners/directors, change in the Active Manager). Your renewal is not complete until these changes have been processed by this Department. **Note:** If the licensee waits until renewal time to notify the department of any changes regarding their license, a civil money penalty may be assessed.

How To Make Changes To Your License: For instructions on how to make changes to your current license visit our website at azdfi.gov click Licensing then click Changing your License. To acquire the necessary forms download the Collection Agency Application.

Financial Statement: A.R.S. Section 32-1025 requires that a **current** financial statement (**not older than six months**), accompany the renewal application. **If you are unable to file your financial statement with the renewal package, you may include a letter requesting an extension of time to submit the financial statement (good cause for extension must be documented).** If the extension is granted, the financial statement must be submitted **not later than March 1, 2008.**



Download Now: www.cc.state.az.us to download Certificate of Good Standing Licensees must provide, with their renewal, a "current" (November 1st, 2008 or newer) Certificate of Good Standing from the ARIZONA Corporation Commission ("ACC"). If the licensee is domiciled in another state you must also provide a "current" (November 1st, 2008 or newer) Certificate of Good Standing from the state you are incorporated.

To verify that this department received your renewal, check with your courier or the mail delivery service that you used. AND/OR Check with the bank to see if the check cleared the account.

To Verify WHEN your renewal has been renewed by the Department, visit our website at azfdi.gov, click List of Licensees click Collection Agency then do **Ctrl + F** to activate the find feature, enter the licensee name or license number. Our website updates nightly. Licensees only appear on our website if their status is ACTIVE. Your license has renewed if 1/31/2010 appears in the Expires date field. Renew early to allow for renewal processing time. **New license certificates are issued the first of February.**

Renewal Contact: Your **Active Manager and/or the President** will be the parties that will be directly advised by this Department of any and all of the renewal issues. Therefore, if any of the licensee's concerned individuals have any questions about how the renewal is progressing or why it has not been renewed, contact these individuals for an update.

Arizona Administrative Code R20-4-1520 (B) requires a collection agency to maintain a record of fictitious names used by each of its debt collector(s). A copy of the record must also be filed with the Department on July 1 and December 31 of each year.

	Arizona Department of Financial Institutions Collection Agency License Renewal Application License Renewal Period 01/01/2009 to 12/31/2009	 Page 1 of 4
	Section 2	

Legibly Print Or Type All Information - Do not leave any blanks
There must be an answer provided for each inquiry therefore, if not applicable use "None" or "N/A"
Do not add attachments in lieu of completing our form.

1. Principal Primary Licensed Location:

Company Name:			License #: CA-
Doing Business As:			
E-Mail Address:			
Physical Address:			
City:		State:	Zip Code:
Telephone Number:	FAX Number:	Tax ID Number:	Fiscal Year End MO / DAY

2. Mailing Address if different from the above:

Physical Address:		E-Mail Address:	
City:	State:	Zip Code:	FAX Number:

3. Corporate Address if different from number 1 above:

Company Name:			
Physical Address:		E-Mail Address:	
City:	State:	Zip Code:	
Telephone Number:	FAX Number:		

4. Current Ownership. If applicant is owned by an entity, provide the name of the entity and its corporate financials. If owned by individuals, provide the names and percentage owned of each person. List additional owners on a separate sheet.



Name	Title	% Owner
Ownership Must total 100%		%

5. Control. List all persons who have the power to vote more than twenty percent of outstanding voting shares of the licensed corporation.

Name	Title	% of outstanding voting shares

6. List the top 5 officers and directors of the licensee:

a.	Officer Title	Name	Direct Business Telephone Number	Date Assumed Office	Years of collection experience
				MO / DAY / YEAR	
				MO / DAY / YEAR	
				MO / DAY / YEAR	
				MO / DAY / YEAR	
				MO / DAY / YEAR	

 Section 2	Arizona Department of Financial Institutions Collection Agency License Renewal Application License Renewal Period 01/01/2009 to 12/31/2009	 Page 4 of 4

19. License Compliance Officer to whom inquiries on deficient renewal application can be directed.

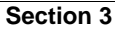
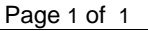
Name:	Title:	E-Mail Address:	
Direct Telephone Number & Extension:		FAX Number:	
Business Address:		City:	State: Zip Code:

20. AFFIDAVIT: Signing Officer must have previously submitted a personal history statement and fingerprint card to the department to be eligible to sign this Affidavit. If you are not certain, than have the officer who signs this affidavit submit both the above two items along with a \$24 fingerprint processing fee. To acquire the necessary forms from our webpage at azdfi.gov click Licensing download the Collection Agency Application and order the fingerprint card from this location.

Affidavit - Must be signed by an officer of the Licensee and notarized.	
STATE OF _____	SS
COUNTY OF _____	
I (print signing officers' name) _____ being duly sworn, depose and say that I have signed the foregoing application as (print officers' title) _____ of the above named applicant, having full authority to sign such application in said capacity; that I have read said application and that the information contained therein is true.	
Date _____	(Officers' Signature) _____
Subscribed and sworn to before me this _____ day of _____ 20 ____	
My Commission Expires _____	(Notary Public Signature) _____

SUBMIT TO:

Checks Made payable to: Arizona Department of Financial Institutions or AZDFI
And Remit To: Attention: Licensing Division
 2910 N. 44th Street, Suite 310
 Phoenix, AZ 85018

**License Renewal Period 01/01/2009 to 12/31/2009**

If no fictitious names are used, enter "N/A" and include the form with your renewal application. If more space is needed, print this page as many times as needed and staple them all together.

Company Name:			License #: CA-
Doing Business As:			
Address:	City:	State:	Zip Code:

[illegible]

Date _____

Signature of Licensee or Active Manager

Financial statement for the period beginning (m/d/y) ____ / ____ / ____ and ending (m/d/y) ____ / ____ / ____ (must be within the last six months) is hereby submitted.

1. Principal Primary Licensed Location: Complete as you did on page 1 of your renewal.

Company Name:			License #: CA-	
Doing Business As:				
Address:	City:	State:	Zip Code:	
Direct Telephone Number & Extension:		FAX Number:		

**Information on the financial statement must be for the collection agency only.
Do not include personal items or the consolidation of other businesses.**

I. BALANCE SHEET (As of the end of the reporting period).

(A) ASSETS

Dollars

1. (a) Cash – Client Trust	
(b) Cash – Other	
2. Notes Receivable - Secured	
3. Notes Receivable - Unsecured	
4. Accounts Receivable - Current	
5. Accounts Receivable - Past Due	
6. U. S. Govt. obligations	
7. Real Estate (Part III, line 5)	
8. Stock, bonds & other investments (Part IV, line 9)	
9. Other Assets (Part V, line 9)	
10. TOTAL ASSETS (sum of lines 1 thru 9)	

NOTE:

Line 10 Must Equal Line 25

Line 24 Must Be Positive

Line 1(a) Must be Greater Than or Equal to Line 12(a)



Arizona Department of Financial Institutions
Collection Agency License Renewal Application
License Renewal Period 01/01/2009 to 12/31/2009

**(B) LIABILITIES**

Dollars

11. Notes Payable	
12. (a) Accounts Payable – Client Trust	
12. (b) Accounts Payable – Other	
13. Accrued Taxes	
14. Accrued Interest	
15. Subordinated Notes & Debentures	
16. Due to affiliates	
17. Other liabilities (Part VI, line 7)	
18. TOTAL LIABILITIES (sum of lines 11 thru 17)	

(C) NET WORTH

19. Preferred stock	Number of shares outstanding	_____	_____
	Par value per share	_____	
20. Common stock	Number of shares authorized	_____	
	Number of shares outstanding	_____	_____
	Par value per share	_____	
21. Additional paid-in capital			_____
22. Retained earnings (deficit)			_____
23. Treasury Stock			_____
24. TOTAL NET WORTH (sum of lines 19 thru 23)			* _____
25. TOTAL LIABILITIES & NET WORTH (sum of lines 18 & 24)			_____

II. STATEMENT OF CHANGE IN NET WORTH/EQUITY

	Capital Stock	Additional Paid-in Capital	Retained Earnings (Deficit)	Treasury / Stock	Total Equity
Balance, Beginning					\$
Dividends/Distributions					
Net Income (Loss**)					**
Other					
Balance, Ending*					*\$

NOTE:

* Ending balance must agree with Line 24 Of Section I (above).

** Net Income must agree with page 4, Line 23



Arizona Department of Financial Institutions
Collection Agency License Renewal Application
License Renewal Period 01/01/2009 to 12/31/2009

**III. SCHEDULE OF REAL ESTATE OWNED**

Description & Location	Title & Owner	Cost	Appraisal Value	Mortgages	Tax Value	Insurance
1.						
2.			\$	\$	\$	\$
3.			\$	\$	\$	\$
4.			\$	\$	\$	\$
5. Total Real Estate Owned		\$				

IV. SCHEDULE OF STOCKS, BONDS AND OTHER INVESTMENTS

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
1.	\$	5.	\$
2.	\$	6.	\$
3.	\$	7.	\$
4.	\$	8.	\$
		9. Total Stocks, Bonds and Other Investments	\$

V. SCHEDULE OF OTHER ASSETS

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
1.	\$	5.	\$
2.	\$	6.	\$
3.	\$	7.	\$
4.	\$	8.	\$
		9. Total Other Assets	\$

VI. SCHEDULE OF OTHER LIABILITIES

Name of Creditor	Amount	Type of Obligation	Description of Security	Amount of Security
1.	\$			\$
2.	\$			\$
3.	\$			\$
4.	\$			\$
5.	\$			\$
6.	\$			\$
7. Total Other Liabilities	\$			

VII. SCHEDULE OF CONTINGENT LIABILITIES

1. Upon Notes or Accounts Receivable Discounted Sold, or Assigned	\$
2. As Guarantor for Other on Notes Bonds Contracts, etc.	

3. Any Other Contingent Liability	
Total Contingent Liabilities	\$

VIII. STATEMENT OF INCOME AND EXPENSES

1. Income		
2. Income from Collections	\$	
3. Profit (or loss) on investments	\$	
4. Income from investments	\$	
5. Other Income (Part XI (A), Page 5)	\$	
6. Total Income (sum of lines 2 thru 5)		\$
7. Expenses		
8. Salaries	\$	
9. Accounting Services	\$	
10. FICA taxes	\$	
11. Other taxes	\$	
12. Supplies	\$	
13. Depreciation	\$	
14. Insurance & bonds	\$	
15. Advertising	\$	
16. Interest	\$	
17. License & examination fees	\$	
18. Office expenses	\$	
19. Other expenses (Part IX (B), Page 5)	\$	
20. Total Expenses (sum of lines 8 thru 19)		\$
21. Profit (Loss) (line 6 less line 20)		\$
22. Income Taxes		\$
23. Net Profit (Loss) (line 21 less line 22) **		\$
24. Arizona Gross Annual Income Include in line 6 (above)***		\$

NOTE:

Line 23 *must* agree with Part II, page 2 of Financial Statement.

*****This figure to be used to calculate the amount of your required surety bond.**

XI. (A) SCHEDULE OF OTHER INCOME (Part VIII, Line 5):

Detail all items that exceed 10% of total "Other Income":

All other income		
Total Other Income		

(B) SCHEDULE OF OTHER EXPENSES (Part VIII, Line 19):

Detail all items that exceed 10% of total "Other Expenses":

All other expenses		
Total Other Expenses		

Date: _____

Prepared by: _____

Phone #: _____

VERIFICATION

Must be signed by an officer of the Licensee and notarized

State of _____)
) ss

County of _____

I, (name of person signing financial statement) _____ being duly sworn, depose and say that I have personal knowledge of the matters contained in and attached to this financial statement and everything contained therein is true and correct to the best of my knowledge and belief and that I have signed this financial statement as (official capacity) _____ of the above named applicant/licensee, having full authority to sign such financial statement in said capacity.

Signature _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

(Notarial Seal)
My commission expires _____

	Arizona Department of Financial Institutions ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS	
	Section 5 License Renewal Application	

**Form 1: LONG FORM APPLICANT STATEMENT (revised)
REQUIRING SUBMISSION OF DOCUMENTATION OF STATUS**

**ARIZONA STATEMENT OF CITIZENSHIP
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS**
Professional License and Commercial License
 Arizona Department of Financial Institutions

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.

SECTION I — APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one) ___ INITIAL APPLICATION ___ RENEWAL

TYPE OF LICENSE _____

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: _____

A. Are you a citizen or national of the United States? (check one) ___ Yes ___ No

B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country.

City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. § 1-501. Name of document provided: _____

"Qualified Alien" Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).



ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

License Renewal Application



- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- ☐ 8. An alien who is, or whose child or child's parent is a "battered alien" or an alien subjected to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- ☐ 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))

- ☐ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c)(2)(A) and (C))

- ☐ 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- ☐ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- ☐ 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. § 1-501)

- ☐ 14. A person not described in categories 1–13 who is otherwise lawfully present in the United States.
PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).

SECTION IV — DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE

TODAY'S DATE

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S National Status, or Alien Status,

11/08/07

81662



ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

License Renewal Application



Attachment to Form 1 Applicant Statement

EVIDENCE OF U.S. CITIZENSHIP, U.S NATIONAL STATUS, OR ALIEN STATUS

LIST A: U.S. CITIZEN OR U.S. NATIONAL

Note: In this List, the term "Service" refers to the U.S. Citizenship and Immigration Service, formerly, the U.S. Immigration and Naturalization Service (INS).

[Source: Proposed Rules, Verification of Eligibility for Public Benefits, 8 CFR § 104.23; 63 FR 41662-01 August 4, 1998); and Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

Evidence showing U.S. citizen or U.S. national status includes the following:

a. Primary Evidence:

- (1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport;
- (3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- (4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;
- (5) Form N-561, Certificate of Citizenship;
- (6) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (7) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (8) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or
- (9) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

[Source: Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("Interim Guidance"), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status:

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;



ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

License Renewal Application



- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a State-or jurisdiction-approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make a determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: - Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the



ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

License Renewal Application



mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED INTO U.S. FOR LESS THAN ONE YEAR

The documents listed below that are registration documents are indicated with an asterisk (*).

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully Admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- * Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- * Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- * Form I-94 annotated with stamp showing admission under § 207 of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3"



ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

License Renewal Application



Alien Paroled Into the U.S. for a Least One Year

- * Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
- * Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

Alien Granted Conditional Entry

- * Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3."

Cuban/Haitian Entrant

- * Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- * Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for Less than One Year

Evidence includes:

- * Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA

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